UNITED
NATIONS

ST

Secretariat

ST/AI/381
24 December 1992

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: TRAVEL ADVANCES*

INTRODUCTION

1. The purpose of this instruction is to set out the provisions relating to the advance payment of travel subsistence allowance for authorized travel on official business, following the adoption by the Secretary-General of a recommendation of the Staff-Management Coordination Committee. As indicated in the report of the Secretary-General (A/C.5/47/43), staff rule 107.23 will be amended accordingly.

2. The new arrangement is intended to facilitate the payment of expenses by staff travelling on official business, especially in those cases where a mission is of significant duration. Accordingly, the Organization will provide in such cases an advance of funds at a rate of 100 per cent of the estimated travel subsistence allowance payable as set out in staff rule 107.15. This arrangement does not relieve staff members of their responsibility to submit a travel expense reimbursement claim, as explained in paragraph 5 below.

IMPLEMENTATION

3. Effective immediately, an advance of 100 per cent of the estimated travel subsistence allowance payable may be made to a staff member authorized to travel on official business in accordance with staff rule 107.1 (a) (ii). This advance shall not be made in respect of other additional expenses that

---

* Personnel Manual index No. 7130.

92-84529 3756j (E) 301292 311292

/...

may be reimbursed to a staff member arising from official business travel, such as terminal expenses or miscellaneous travel expenses as set out in staff rules 107.13 and 107.19, respectively.

4. An advance of 100 per cent of the travel subsistence allowance will be given only to staff members of the Organization. The payment of travel advances to individuals who are not staff members, such as consultants and members of committees, shall continue to be made at the rate of 80 per cent of the estimated reimbursable expenditures.

Certification of expenses

5. In accordance with ST/AI/257, staff members who have been authorized to travel are required to submit a travel expense reimbursement claim on form F.10 to their departmental executive office or appropriate administrative office within two weeks after completion of travel. The F.10 form should be certified by the staff member and accompanied by the original of the travel authorization form (PT.8), ticket stubs and all receipts for transportation and excess baggage expenses, as well as receipts for any other expenses which may be reimbursable.

Settlement of travel advance

6. Should a staff member fail to submit a completed F.10 form within the required period, steps will be initiated to recover from the staff member concerned the amount of the travel subsistence allowance advanced.

7. In those cases where it is determined that the travel advance was in excess of the entitlement for reimbursable expenses, the staff member will be notified, by entries on the payee copy of the F.10 form, of the amount which will be recovered from his or her salary. Recovery will normally be effected from the staff member's next salary payment.